

**SUMMARY OF THE
QUALITY SYSTEMS COMMITTEE MEETING
MAY 5, 1999**

The Quality Systems (QS) Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on May 5, 1999, at noon Eastern Daylight Time (EDT). The meeting was led by its chair, Mr. Joe Slayton of the U.S. Environmental Protection Agency's (USEPA) Region III. A list of action items is given in Attachment A. A list of participants is given in Attachment B. Attachment C presents the QS Committee approach to handling comments, comment acknowledgment form letter, commenter template, and guiding principles for reviewing comments and the standard. Changes to the language in Chapter 5 proposed at this teleconference are reflected in version 5.10.8 of the standard. *The purpose of the meeting was to: review the combined glossary, select new QS Committee members, and develop the NELAC V agenda.*

Version 5.10.7 of Chapter 5 will be published as Chapter 5, Revision 11 for presentation at NELAC V. The committee has four more teleconferences scheduled prior to NELAC V. Changes to Chapter 5 resulting from these teleconferences will be designated as 5.10.8, 5.10.9, etc. A supplemental package containing these changes may be available at NELAC V. The changes from the teleconferences will be incorporated into the version of the chapter resulting from the NELAC V meetings.

COMBINED GLOSSARY

The committee reviewed the glossary that was developed by combining the NELAC Glossary and Appendix B (Definitions) from Chapter 5 version 5.10.7. Where duplicate definitions occurred, the committee decided which one was more appropriate. The changes to the glossary are reflected in Chapter 5 version 5.10.8, Appendix B.

Mr. Slayton will send the revised glossary to Mr. Tom McAninch of the Program Policy and Structure Committee.

SELECTION OF NEW QS COMMITTEE MEMBERS

The committee began discussions of new members for the committee. Subsequent to this teleconference, the QS Committee selected the new members. Replacing Ms. Sheila Meyers as a voting member is:

Dr. George Kulasingam
Chief California Department of Health Services ELAP
2151 Berkeley Way
Berkeley, CA 94704
P: (510) 540-2800 F: (510) 849-5106 Email: gkulasin@dhs.ca.gov

Replacing Mr. Donivan Porterfield as a non-voting member is:

Dr. Peter Delisle
President Coastal Bioanalysts
6400 Enterprise Court
Gloucester, VA 23061
P: (804) 694-8285 Email: pdelisle@coastalbio.com

Both new members have been contacted and are ready to begin participating on the QS Committee following NELAC V.

NEXT MEETING

The QS Committee teleconference schedule prior to NELAC V is presented below:

DAY AND DATE	TIME
Thursday May 20	1:30 to 3:30 pm EDT
Wednesday May 26	1:00 to 3:00 pm EDT
Wednesday June 2	12:00 to 2:00 pm EDT
Thursday June 24	1:00 to 3:00 pm EDT

ACTION ITEMS
QUALITY SYSTEMS COMMITTEE
MAY 5, 1999

Item No.	Action Item	Date to be Completed
1.	Mr. Slayton will prepare a draft agenda for NELAC V and distribute it to the committee for review and comment.	May 7th
2.	Review Mr. Raymond Frederici's responses to comments from Quanterra on Sections 5.4.2, 5.7.1, and 5.11.3.	
3.	Revisit Mr. David Mendenhall's proposed deletion of the first sentence in the second paragraph of Section D1.1.a.1. Current version of Chapter 5 has deleted this sentence.	
4.	The committee will discuss whether the term <i>calibration</i> should be included in the definition of laboratory.	Future teleconference
5.	Mr. Slayton to assign and distribute new comments for QS Committee members to address.	
6.	Mr. Slayton will send the revised glossary to Mr. Tom McAninch of the Program Policy and Structure Committee.	

**PARTICIPANTS
QUALITY SYSTEMS COMMITTEE
MAY 5, 1999**

Name	Affiliation	Phone/Fax/E-mail
Slayton, Joseph Chair	U.S. EPA/Region 3	T: 410-305-2653 F: 410-305-2698 E: slayton.joe@epamail.epa.gov
Bruch, Mary (absent)	Mary Bruch Micro Reg. Inc.	T: 540-338-2219 F: E: --- none ---
Frederici, Raymond (absent)	Recra Labnet	T: 708-534-5200 F: 708-534-5211 E: frederir@recra.com
Glowacki, Clifford (absent)	Ashland Chemical Co.	T: 614-790-3482 F: 614-790-4294 E: cglowacki@ashland.com
Labie, Sylvia S. (Board Liaison)	Florida Dept. of Environmental Protection	T: 904-488-2796 F: 904-922-4614 E: labie_s@dep.state.fl.us
Mendenhall, David	Utah Dept of Health	T: 801-584-8470 F: 801-584-8501 E: dmendenh@doh.state.ut.us
Meyers, Sheila	TNRCC	T: 512-239-0425 F: 512-239-6307 E: smeyers@.tnrcc.state.tx.us
Nielsen, Jeffrey	City of Tallahassee, Water Quality Division	T: 850-891-1232 F: 850-891-1062 E: nielsenj@mail.ci.tlh.fl.us
Porterfield, Donivan	Los Alamos National Lab., AQ & CIM	T: 505-667-4710 F: 505-667-2601 E: dporterfield@lanl.gov
Siders, Scott (absent)	Illinois EPA	T: 217-785-5163 F: 217-524-0944 E: epa6113@epa.state.il.us
Siegelman, Fred	USEPA/ORD/QAD	T: 202-564-5173 F: 202-565-2441 E: siegelman.frederic@epamail.epa.gov
Cross, Mike (Contractor Support)	Research Triangle Inst.	T: 202-728-2045 F: 202-728-2095 E: myc@rti.org

**ACKNOWLEDGMENT LETTER, REVIEW GUIDELINES, AND
COMMENTS TEMPLATE
QUALITY SYSTEMS COMMITTEE
MAY 5, 1999**

Date:

Dear _____ :

On behalf of the Quality Systems Committee, thank you for your comments on the Chapter 5 standards of the National Environmental Laboratory Accreditation Conference (NELAC). The standards are routinely reviewed and updated. Continual improvement of the standards is the focal point of NELAC process. We encourage your continued written input as well as your attendance at the NELAC interim meeting and yearly conference. Also, our committee routinely schedules 1-2 open forum meetings during each calendar year.

Our committee requests that all comments be supplied in electronic format (WordPerfect if possible) and that handwritten, hardcopy and the use of color fonts be avoided. Comments are considered by the QS committee on a first come basis. We have placed a template (table) for comments on the NELAC Web page, which we hope will ensure that the processes is efficient. With this process we hope that emphasis can be placed on consideration of the comments so that the available time is not spent in the mechanics of exchanging information (US Mail and re-typing comments). Routinely, each set of comments is assigned a QS leader who will complete the comment table including suggested language for any proposed changes to the NELAC standards. The Leader will guide a discussion of the comments during routine committee meetings. The minutes of the meeting (posted on the web site) will capture the information in the completed table from committee discussions, thoughts/rationale and present the final decisions.

Again, thank you for taking the time and effort to improve the NELAC Quality System standards.

Sincerely,
Joseph Slayton, Chair
Quality Systems Committee

QS Approach: Comments Received and QS Response:

1. A form letter will be sent to each commentor notifying them of receipt of the comment and of the QS's approach to reviewing comments and associated updates to the standards.
2. QS will consider the comments in the order received.
3. A QS committee member will be designated as the lead on each set (or up-set) of the comments from each commentor, who will provide written comments and who will lead a discussion with the full committee on any proposed changes to the standards (including providing the proposed standard language).
4. Proposed changes to the standards will be captured in the QS meeting minutes which are posted on the NELAC Web page.
5. All comments and written responses will be attached to QS meeting minutes.
6. No colors to be used in the comments nor in the response. Use double underlines for additions and strike-outs for removal of items.
7. All comments are to be provided in WordPerfect or rich text format using the following the following table:

GUIDING PRINCIPLES/REVIEW CRITERIA

The QS Committee established a set of criteria by which to evaluate the requirements specified in Chapter 5. The standards in Chapter 5 should meet the criteria listed below:

Flexible:

Allow laboratories freedom to use their experience and expertise in performing their work and allow for new and novel analytical methods and approaches, (e.g., Performance Based Measurement System [PBMS]). That the standards specify the “What” and avoid where possible the “How To”, (e.g., control limits must be developed to determine if a QC check result is acceptable, the standards do not specify how the laboratory is to determine these limits).

Auditable:

Sufficient detail is included so that the accrediting authorities evaluate laboratories consistently and uniformly.

Practical/Essential:

The standards are necessary QA policies and QC procedures and that these standards should not place an unreasonable burden upon laboratories.

Widely Applicable:

International scope- consistent with ISO Guide 25. Represent QA policies, which establish essential QC procedures, that are applicable to environmental laboratories regardless of size and complexity.

Appropriate For The Use of the Data:

Helps ensure that associated environmental data is of known quality and that the quality is adequate for the intended use of the data.

Comment ID #: , Source of Comments (Name): QS Lead on Response (Name):			
Standard Rev. # SECTION# and QS Standard Narrative (To Filled In by Commentor)	COMMENTwith Rationale to QS (To Be Filled in my Commentor)	QS Leader Provided Proposed Change (Commentor Leave Blank)	RATIONAL (from QS Leader) (Commentor Leave Blank)
	New Wording for Standard (To Be Filled In by Commentor)		